



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**August 17, 2021 at 6:00 PM**  
**All items listed are for discussion and possible action.**

**Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Deeda Harris](#) at 919-435-9413 as soon as possible, but no later than 48 hours before the scheduled event.

**Cable & Online Broadcast of Board of Commissioners Meetings**

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

**Meeting Agendas**

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**Public Hearings**

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

**Public Comment**

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 minutes to speak. Thank you for your cooperation.

## **Call to Order**

## **Pledge of Allegiance**

### **1. Approval of Agenda**

### **2. Approval of Minutes**

- 2.A. Approval of Minutes for Meeting held July 6, 2021 (Joint Public Hearing) and meeting held July 20, 2021 (Regular Board of Commissioners Meeting)  
[Draft July 6 2021 JPH Meeting Minutes.pdf](#)  
[mins-7-20-21-BOC-draft.pdf](#)

### **3. Presentations**

- 3.A. Proclamation Recognizing August 31, 2021 as "International Overdose Awareness Day"  
[Overdose\\_Awareness\\_Day-8-31-21.docx](#)
- 3.B. Proclamation Recognizing September 7, 2021 as "Wake Forest Woman's Club Day" and the 60th Anniversary of the Wake Forest Women's Club  
[Womens\\_Club-Day-60-year-Anniversary.docx](#)
- 3.C. Proclamation Recognizing Constitution Week - September 17-23, 2021  
[CONSTITWK Sept 17-23,21.docx](#)
- 3.D. Proclamation Recognizing September 20-24 as "Fall Prevention Week" and September 22 as "Fall Prevention Awareness Day"  
[Fall\\_Prevention\\_Week\\_Sept\\_20\\_and\\_September\\_22nd\\_Falls\\_Prevention\\_Day.doc](#)
- 3.E. Wireless Research Center Funding Proposal for Digital Workforce HUB  
[Item Summary\\_Wireless Research Center Digital Workforce Hub Presentation.docx](#)  
[WDC\\_Wake Forest Proposal 081221 \(1\).pdf](#)  
[Resolution2021-x\\_Wireless\\_Research\\_Center\\_Digital\\_Workforce\\_Hub.docx](#)

### **4. Public hearings / Public Comment**

- 4.A. Public hearing on and consideration of a petition requesting contiguous annexation submitted by Casa Esperanza Holding, LLC for property located at 10510 Star Road, being Wake County Tax PIN 1739-64-0225 and adjacent right-of-way totaling approximately 14.1 acres  
[081721 BOC Agenda Summary \(AN-21-05\).pdf](#)  
[Attachment A Legal Description AN-21-05.pdf](#)  
[Attachment B Annexation Survey AN-21-05.pdf](#)

[Attachment C Contiguous Annexation Petition AN-21-05.pdf](#)  
[Casa Esperanza Annexation Draft Ordinance \(AN-21-05\).docx](#)

- 4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by WW Properties & Rentals, LLC for property located at 0 S. Franklin Street, associated with proposed Forest on Franklin Townhomes, being the unincorporated area of 0.22 acres that is shown as a portion of the 2.105-acre tract 1-C recorded in Book of Maps 1995 Page 1602, and is described by the Wake County Tax PIN 1840-58-7460. With this annexation the 2.105-acre tract is totally within Town limits.

[081721 BOC Agenda Summary.pdf](#)  
[Attachment A Annexation Map.pdf](#)  
[Attachment C Recorded Plat BM 1995 PG 1602.pdf](#)  
[Attachment B Contiguous Annexation Petition.pdf](#)  
[Attachment D Deed Reference DB 015229 PG01908-0110.pdf](#)  
[0 South Franklin Street Ordinance AN-21-06.docx](#)

- 4.C. Consideration of Amendments to Chapter 24 of the Code of Ordinances

[Agenda Summary](#)  
[Draft\\_Ordinance\\_Chapter 24.docx](#)  
[Exhibit A - Proposed Ordinance.pdf](#)

- 4.D. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

## **5. Consent Agenda**

*(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)*

- 5.A. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted Greenpointe, LLC for property associated with proposed Mason Oaks Subdivision Phase 3 being Franklin County Tax

[PIN 1842-34-7743 \(portion\) which is approximately 4.518 acres](#)  
[081721 BOC Agenda Summary.pdf](#)  
[Attachment A Legal Description AN-21-03.pdf](#)  
[Attachment B Annexation Map AN-21-03.pdf](#)  
[Attachment C Contiguous Annexation Petition AN-21-03.pdf](#)  
[CERTIFICATE OF SUFFICIENCY.docx](#)  
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

5.B. Resolution of Support for the NC Memorandum of Agreement on Potential National Opioid Settlement

[BOC\\_Summary\\_Sheet\\_NC Opioid Settlement MOA\\_8.17.2021.docx](#)  
[TOWF Municipal Resolution for NC Opioid Allocation MOA\\_8.17.2021.docx](#)  
[Opioid Settlement for Wake Municipal Managers.pptx](#)  
[Opioid-Litigation-Settlement-Overview.pdf](#)  
[Final Opioid MOA\\_.pdf](#)

5.C. Approval of installment authorizing installment purchase agreement (police vehicles and dump truck)

[Police vehicles and dump truck IPA resolution\\_summary.pdf](#)  
[analysis of proposals\\_police vehicles and dump truck.pdf](#)  
[Truist Proposal - Wake Forest NC - Vehicles Equipment.pdf](#)  
[Vehicles and Equipment RFP\\_FY 2021-2022.pdf](#)  
[Resolution Approving Financing Terms\\_Truist.docx](#)

5.D. Consideration of Resolution to Approve the Town of Wake Forest Historic Marker Policy

[Agenda Summary](#)  
[Resolution for Historic Marker Program.docx](#)  
[Exhibit A: Historic Marker Policy](#)

## 6. Legislative Items

6.A. Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Irish Fest in the Forest on September 25, 2021.

[Item\\_Summary\\_2021\\_Irish\\_Fest\\_In\\_The\\_Forest\\_Alcohol\\_Ordinance\\_Waiver.docx](#)  
[Letter for waiver request from Hibernian.docx](#)  
[Resolution\\_for\\_Open\\_Container\\_Waiver\\_Irish\\_Fest\\_In\\_The\\_Forest\\_2021.docx](#)  
[Attachment A - Irish Fest in the Forest Event Layout.pdf](#)  
[ATTACHMENT B Irish Fest in the Forest Alcohol Waiver Ordinance Request.docx](#)  
[Sec.\\_20\\_2.\\_Public\\_consumption\\_possession\\_etc.\\_of\\_alcohol.docx](#)

## 7. Planning Items

- 7.A. Consideration of a Resolution to Accept a Certified Local Government Grant Award from the State Historic Preservation Office for the Town of Wake Forest Historic Preservation Plan Update

[Summary Resolution to Accept CLG Grant Award from SHPO.pdf](#)

[Resolution2021-XXX\\_Accept CLG Grant Award from SHPO.docx](#)

[Attachment 1: WF FY21-22 CLG SHPO Grant Application.pdf](#)

[Attachment 2: Wake Forest FY21 CLG SHPO Grant Award Letter.pdf](#)

- 7.B. Consideration of TA-21-08 Process and Standards UDO Text Amendment

[081721 Agenda Summary TA-21-08](#)

[TA-21-08 Planning Board Recommendation](#)

[Consistency Statement TA-21-08](#)

[Inconsistency Statement for Disapproval TA-21-08](#)

[UDO with Redlined Text](#)

[Draft Ordinance TA-21-08](#)

[Exhibit A UDO Full Text](#)

## **8. Administration and Financial Items**

## **9. Public Services Items**

- 9.A. Approval of a Reimbursement Agreement between the Town of Wake Forest and Endeavor Charter School Foundation, Inc and authorization for the Town Manager to execute the Reimbursement Agreement with Endeavor Charter School Foundation

[Summary.docx](#)

[Reimbursement Agreement.pdf](#)

[Preliminary Budget.pdf](#)

[2021\\_EndeavorCharter\\_Resolution.docx](#)

## **10. Parks and Recreation Items**

## **11. Public Safety Items**

## **12. Other Business**

- 12.A. Wake County Tax Releases (no report; next Wake Co. BOC Meeting 8/16/21)

- 12.B. Monthly Report

[July 2021 Monthly Report.pdf](#)

- 12.C. Commissioner Reports

### **13. Adjournment**